

# Code Inspector



**Job Code:** 2161  
**Grade:** 129  
**Reports to:** Permit or Site Development Coordinator  
**Salary Range:** \$51,350 - \$78,767  
**FLSA Status:** Non-Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs difficult technical work in the inspection of all phases of building plans and construction enforcing codes, laws, and ordinances regulating building construction and related structures within the City; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification performs work in conformity with established policies and in compliance with the Standard Building Codes and other pertinent regulations, with latitude for independent judgment and decisions as to details and execution. The work in this classification requires more advanced knowledge of construction inspection, which is applied to work problems of a more varied and complex nature. Employees may assist other inspectors in difficult inspection cases. Functional assignment areas include, but are not limited to, residential, commercial, and site development. Work is performed under regular supervision.

## **ESSENTIAL FUNCTIONS**

Performing residential, commercial, and industrial site, building, electrical, mechanical, gas, or plumbing inspections; reviewing plans; maintaining appropriate records and files; preparing reports.

## **EXAMPLES OF WORK**

- Performs field inspections and reinspections of residential, commercial, industrial and public facilities for compliance with building, plumbing, gas, electrical, or mechanical codes.
- Conducts site inspections including forest conservation, grading and sediment control, stormwater management, landscaping, storm drainage, curb and gutter, and paving.
- Receives complaints in regard to defective construction and handles enforcement problems.
- Inspects existing buildings for hazardous conditions, structural failures, or improper uses.
- Where construction is not being made in compliance with regulations as to methods and/or materials, issues official notice to correct violations and stop-work order if necessary.
- Answers questions from private citizens, contractors, and builders; performs basic plans review to determine compliance with codes.
- Confers with contractors and owners on code compliance matters.
- Reviews building plans and specifications for compliance with codes.
- Testifies in court on code violation cases.
- Makes reports and keeps records regarding inspections.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of all types of building construction materials and methods, and of stages of construction when possible violations and defects may be most easily observed and corrected; thorough knowledge of local, state, and national building and related codes, laws, and ordinances; ability to detect poor workmanship, inferior materials, and hazards of fire and collapse; ability to read and interpret plans, specifications, and blueprints accurately and to compare them with construction in process; ability to contact building owners, contractors, and the public and effect satisfactory working relationships; firmness and tact in enforcing codes.

**MINIMUM EDUCATION AND EXPERIENCE**

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate. Prefer graduation from an accredited college or university with an Associate's Degree in Architecture, Engineering, Building Construction Management, or related field. Five (5) to seven (7) years of building construction and/or inspection experience demonstrating broad knowledge of construction codes in the various trade disciplines under Maryland Building Performance Standards and applicable City codes and ordinance; or any equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, crawling, walking, fingering, feeling, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, noise, hazards, and atmospheric conditions.

**ADDITIONAL REQUIREMENTS**

- Possession of an appropriate driver's license valid in the State of Maryland.
- Possession of or ability to obtain appropriate Building Inspector Certification through the International Code Council (ICC) or accepted equivalent agency when assigned to residential or commercial facilities inspections.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.